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*Department of Metropolitan Development  
Improvement Location Permit for Signage*

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50 North 5<sup>th</sup> St  
Richmond, IN 47374



The City of Richmond  
Unified Development  
Ordinance

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# Sign Permit Application

## Application Requirements

**Purpose and Intent:** The purpose of a Sign Permit is to encourage the effective use of signs as a means of communication within the City; to maintain the City's aesthetic environment by ensuring compatibility of signs with the area surrounding them; to encourage the use of signs appropriate to residential and commercial activities; to ensure the safety of vehicular and pedestrian traffic; to encourage development within the City; and to ensure compliance with Unified Development Ordinance Chapter 154 Article 5; Sign Standards.

**Submittal:** Submit 2 sets of plans showing sign dimensions, wall dimensions, material, and sign text. For free-standing signs, also submit 2 copies of a survey or site plan drawn to scale showing sign location, setback from the property lines, and the distance between existing and proposed signs, as well as the sign dimensions and graphics.

## Site Plan Requirements

These features should be shown on the site plan

1. All existing and proposed structure(s)
2. Entire lot dimensions
3. Arrow showing North
4. Adjacent street(s)
5. Distances from structures to property lines
6. Distance between structures
7. Label property lines.
8. Label all recorded easements.

Type and Number of Signs:	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> New install	<input type="checkbox"/> Reface
___ Awning Sign	___ Menu Board	___ Canopy Sign (on an attached canopy)		
___ Banner	___ Mural Sign	___ Canopy Sign (on a detached canopy)		
___ Monument Sign	___ Pole Sign	___ Real Estate—Subdivision Sign		
___ Wall Sign	___ Projecting Sign	___ Real Estate—Model Home Sign		
___ Directional Sign	___ Multi-Tenant Directory	___ Message Center (manual)		
___ Grand Opening Permit		___ Message Center (electric)		

How many other signs currently exist on the lot? \_\_\_\_\_ Proposed Installation Date \_\_\_\_\_  
Proposed Temporary Signs dimensions and description \_\_\_\_\_  
Display dates \_\_\_\_\_

- 1.) Will the sign be illuminated? ☐ Yes ☐ No (If no, skip the rest of this section.)
- 2.) Check one of the following: ☐ New service (A separate electrical permit is required)
- ☐ Existing service (hook-up of existing service only)
- ☐ Reface only (no electrical work at all is needed)

# Sign Permit Application

Illuminated signs must be installed and wired by a registered contractor and approved by Electrical Inspector with the City of Richmond.

## 1. PROPERTY INFORMATION/LOCATION

Parcel Number: \_\_\_\_\_  
Building Site Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip \_\_\_\_\_  
Zoning: \_\_\_\_\_ Flood Zone \_\_\_\_\_  
Overlay District \_\_\_\_\_ Acreage \_\_\_\_\_

## 2. PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip \_\_\_\_\_  
**PHONE NUMBERS**  
Home: \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_

## 3. CONTRACTOR INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip \_\_\_\_\_  
Company \_\_\_\_\_  
**PHONE NUMBERS**  
Home: \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_

## 4. ELECTRICAL (SIGN) CONTRACTOR INFORMATION (if known)

Name: \_\_\_\_\_  
Electrical License #: \_\_\_\_\_  
**PHONE NUMBERS**  
Home: \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_

# Sign Permit Application

## Application Information

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge. I understand that any misrepresentation of submitted data may invalidate any approval of this document.

**LEGAL PROPERTY OWNER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

### FOR OFFICE USE ONLY

Overlay Dist \_\_\_\_\_ Zoning \_\_\_\_\_ Fee \$ \_\_\_\_\_

BZA VARIANCE CASE NUMBER: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Denied \_\_\_\_\_ Due to: \_\_\_\_\_